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OFFICE OF THE CITY MANAGER NO. LTC # 403-2013

CITY CLERK'S OFFICER TO COMMISSION

To:

Mayor Matti Herrera Bower and Members of the City Commission

From:

Jimmy L. Morales, City Manager

Date:

November 7, 2013

Subject: Landscaping of the Lincoln Road Mall

On October 16, 2013, the City Commission adopted Resolution No. 2013-28399 authorizing the City Manager to award a contract for landscaping of the Lincoln Road Mall pursuant to Invitation To Bid (ITB) 2014-011-LR.

The item presented to Commission inadvertently advised that the City would release an ITB to seek competitive proposals for the required materials. Because of the timeline and time constraints due to the commencement of Art Basel, the intent had been to solicit quotes from the City's current grounds maintenance providers to provide for a more efficient and expedited approach. We never would have been able to make it in time if we had used an ITB process. Unfortunately the agenda item on October 16 referred to the procurement as an ITB, instead of the ITQ which was intended.

It is my belief that the Commission's intent was to have the landscaping work on Lincoln Road completed in time for Art Basel. Therefore, the City will issue Invitation to Quote (ITQ) 2014-011-LR to seek pricing from the current grounds maintenance providers. Since these vendors have undergone a previous formal competitive process, they have met the minimum qualifications established by the City to provide grounds maintenance services.

The ITQ will be awarded to the lowest responsive and responsible bidder complying with all terms and conditions, including delivery and installation schedules. At the December meeting of the City Commission, the Administration will present the results of the ITQ process and an amendment to the selected contractor's contract for ratification by the City Commission.

Due to the time constraints, the ITQ is being issued today. Please advise me if you have any concerns with the amended process.

Please feel free to contact me with any comments or questions.

JLM/KGB/MAS

C: Kathie G. Brooks, Assistant City Manager
Mark Taxis, Assistant City Manager
Alex Denis, Procurement Director
John Rebar, Parks and Recreation Director
Marcia Monserrat, Special Projects Coordinator

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